



**KATY** ISD Education Foundation  
Where Imagination Inspires

# Teacher Grant Guidelines

## Bringing Big-Dreaming Teachers' Ideas to Life

The Katy ISD Education Foundation unites people and companies with big hearts and a big belief in Katy ISD teachers and students to provide unprecedented opportunities for both by rewarding innovative and creative instructional strategies.

**Celebrating Our 11-Year Total of \$3 Million in Teacher Grants!**

[www.katyisdeducationfoundation.org](http://www.katyisdeducationfoundation.org)



## How We Fund Grants

### GRANTS ARE FUNDED BY

Individual and corporate Investors who pledge annual support  
Events like **Fireflies & Foodtrucks**, **Limelight Challenge**, **GROOVE** and **Dine Out to Donate**  
Katy ISD staff who support the Foundation as Legacy Investors through payroll deduction

## bp Aiming for #NetZero Grant Program

Funded by bp, the Katy ISD Education Foundation's leading investor, our new bp Aiming for #NetZero grant program provides targeted support for innovative grants elevating the impact of Science, Technology, Engineering and Math instruction in the classroom. Grants should demonstrate the potential for real-world experience while aligning with bp's goal of reducing CO2 emissions and helping the world reach net zero by 2050 or sooner.

Grants will be screened, scored, and evaluated via the Katy ISD Education Foundation's Inspiring Imagination grant process and must comply with the foundation's stringent grant criteria. All grant awards are for one year and must be applied for annually.

## Grant Writing Workshops

Hosted by the Foundation's Grant Oversight Committee featuring the wisdom and expertise of past Katy ISD teacher grant recipients

### DATES

Wednesday, October 18  
Thursday, November 16  
Thursday, January 25

### FORMAT

4:00-4:30 Grant Application & Process Training  
4:30-5:00 Teacher Panel (for all)  
5:00-5:30 Repeat Grant Application & Process Training

All participants should attend from 4:30-5:00 p.m., then choose the earlier or later training session based on their availability and campus schedule

**Applications must comply with the following Grant Guidelines to be considered for funding!**



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## Katy ISD Education Foundation 2024-2025 Inspiring Imagination Teacher Grant Program Guidelines

**All applications must comply with the following to be considered for funding**

### IMPORTANT DATES

August 4, 2023	Grant Application posted on the Education Foundation tab in MyKaty <a href="https://mykaty.katyisd.org">https://mykaty.katyisd.org</a>
Tuesday, February 27	Grant proposals due by 5:00 p.m.
April 17 – May 8	Winning grant proposals announced

### GRANT CATEGORIES:

- **Campus Collaborative** grant for three *campuses* or more – up to \$5,000\*
- **Campus Collaborative** grant for two *campuses* – up to \$2,500\*
- **Team grant** for three *teachers* or more at the same campus - up to \$5,000\*\*
- **Team grant for two teachers** at the same campus - up to \$2,500
- **Individual teacher** - up to \$1,000

### CAMPUS COLLABORATIVE GRANT GUIDELINES\*

**Campus Collaborative** grant expenditures may not include the following *fixed asset inventory items* per Katy ISD restrictions:

- Capital – asset with a useful life greater than 1 year and cost of \$5,000 or greater.
- Trackable - vehicles/trailers/golf carts, welding machines, computers, cameras, camcorders, TVs, projectors, smart boards, copiers, tablets and handheld data devices

### TEAM GRANT GUIDELINES\*\*

**Katy ISD Instructional Coaches** may *only* be included as an *additional applicant* to a team that *already includes three or more teachers* directly involved in classroom instruction.

An *individual teacher* may be listed on *no more than two (2) grant applications total*, including individual and team grants, and listed as *Lead Teacher on only one application*, either team or individual.

### APPLICANT ELIGIBILITY

All **Katy ISD teachers or teams of teachers** on the same campus, including counselors and librarians, who are directly involved in student instruction are eligible to apply.

**Katy ISD teachers or teams of teachers** on *different* campuses, including counselors and librarians, who are directly involved in student instruction are eligible to apply for a **Campus Collaborative** grant with the **required signature of each individual campus principal**.

All **itinerant teachers** who are directly involved in student instruction are eligible to apply with **district supervisor** signature rather than that of a campus principal.



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All applications must comply with the following to be considered for funding

### CAMPUS PRINCIPAL SIGNATURE

**Original campus principal signature** is required in **blue ink on the original application**, including all Campus Collaborative principals. No signature stamps. District supervisor signature following the same criteria is required for **itinerant teachers**.

#### Campus principal signature certifies

- Grant application complies with all Foundation Grant Guidelines
- Campus is prepared to support grant implementation should the grant be funded
- All teachers listed on a team application participated in its preparation and will be engaged in its implementation

### APPLICATION CRITERIA

**Applications must be originally written.** *No duplicate applications will be accepted.*

Requests must be *equal to or less than the maximum amount allowed for the grant category*. Applications exceeding grant category limits will not be considered for funding.

Itemized budget should include only **Katy ISD approved vendors**.

Technology components must adhere to **Katy ISD Technology Standards**.

**Professional development, refreshments, compensation for substitute teachers, and salaries or stipends for additional staffing** will not be funded and *should be excluded* from the budget summary.

**Important!** **Campus name and teacher names** should *only be cited on the application cover sheet*. Any reference that reveals campus identity in the project title and application narrative will result in *lost points or disqualification*.

A grant activity will be funded for **no more than three consecutive years** at the same campus.

**BOTH electronic and original signed copy of the grant application must be received by the Foundation office by 5:00 P.M., Tuesday, February 27th.**



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## Katy ISD Education Foundation 2024-2025 Inspiring Imagination Teacher Grant Program Guidelines

### Grant Scoring and Implementation

#### GRANT SCORING CRITERIA

Grants are scored by our Foundation Board of Directors and community volunteers. *Not all grant proposals are funded. Quality of application matters, as does the innovation and integrity of the idea itself.*

Awards will be made based on how well a grant project:

- Includes **innovative practices** that incorporate the **Katy ISD Instructional Cornerstones**
- Includes **high-quality educational content** and **positively impacts** students and their educational community
- **Complements and supports** Katy ISD curriculum and instructional objectives and **enriches student learning**
- The purpose of this grant program is not primarily to increase performance on a standardized test but rather to **enhance and extend students' classroom experiences**
- The project must promote **advancement of skills or knowledge** and **add depth to educational programming**

#### GRANT SCORING PROCESS

Grants are chosen using a **three-step blind evaluation process**. *Campus and teacher names are hidden on all applications, ensuring evaluation on merit alone.*

The Foundation office first reviews each application for compliance with **Foundation Grant Guidelines**, then advances qualified applications to the scoring process.

#### Steps:

1. **Katy ISD Teaching & Learning** and **Katy ISD Technology** divisions *review* for compliance with district instructional and technology standards. Other administrative divisions may also review if necessitated by the grant request.
2. **Individual scoring** by Foundation board and committee members
3. **Team scoring** by Foundation board and committee members who individually scored the same grants

Foundation board and committee scoring rubric available for review on page 5.

Grant scoring teams prioritize their assigned grants using total score and team collaboration. Grants are then funded in priority order. *The number of grants awarded each year depends on both total funds raised and set aside by the Foundation and the number of grants deemed by scoring teams to merit funding.*



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## Katy ISD Education Foundation 2024-2025 Inspiring Imagination Teacher Grant Program Guidelines

### Grant Scoring and Implementation

#### FINANCIAL CONSIDERATIONS

The Foundation funds only school projects that augment and enrich the curriculum and **do not supplant programs traditionally funded by district, state or federal budgets.**

**Adjustments may be made to the budget summary after a grant is approved** for funding, provided that additional or adjusted purchases fall within the scope of the grant proposal and the **grant funding guidelines.**

All purchases made possible by grant funds will be made through the **Katy ISD External Funding Department.**

#### TEACHER REQUIREMENTS IF CHOSEN FOR GRANT FUNDING:

All **grant recipients**, including all team grant members, will be expected to:

- Use the **awards** for the **purpose intended**
- Use **Katy ISD approved vendors** and follow district purchasing procedures and technology standards
- Present a **grant project evaluation via survey response** at the end of the school year
- **Acknowledge the Katy ISD Education Foundation** in any printed material or presentations
- Failure to fulfill all grant requirements may *jeopardize* the receipt of current and future grant funds.

#### OWNERSHIP OF GRANT MATERIALS:

**Grant materials will remain at the receiving campus** should the grant recipient transfer to another school. Another teacher on the receiving campus can implement the project, or the funds will be returned to the Katy ISD Education Foundation.

The **lead teacher's campus** will be responsible for all materials purchased under the **Campus Collaborative** option.

As referenced in Katy ISD board policy (CY local), **the district shall own any work or work product created by a District employee** in the course and scope of his or her employment, including the right to obtain copyrights.



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## Katy ISD Education Foundation 2024-2025 Inspiring Imagination Teacher Grant Program Guidelines

### Inspiring Imagination Grant Selection Rubric

Rate each Item with any number from 1-5 using the following **Scale** and **Criteria**

**Scale:** 5 = Exceeds Expectations, 1 = Below Expectations, 0 = No Response

Criteria	Exceeds Expectations	Meets Expectations	Below Expectations	Score	Comments
<b>Innovation</b>	The project brings exceptional innovative instruction beyond standard instructional practices into the classroom, campus and/or community.	The project brings ample innovative instruction beyond standard instructional practices into the classroom, campus or community.	The project brings little or no innovative instruction beyond standard instructional practices.		
<b>Goals &amp; Objectives</b>	Objectives are defined, obtainable, and address a stated need. The educational outcomes are stated and measurable. The project has the potential to make a significant impact on the identified needs of the school/district.	The objectives are defined and address a need. Educational outcomes are stated. It is evident that this project could make a difference in the identified needs of the school/district.	The objectives, needs, and educational outcomes are not clearly defined and cannot be measured effectively.		
<b>School/Community Impact</b>	It is readily apparent that this project fosters unity within the classroom, school and/or community at large.	There is some evidence that this project fosters unity within the classroom, school and/or community at large.	There is little or no evidence that this project fosters unity within the classroom, school and/or community at large.		
<b>Implementation Plan</b>	The project includes well thought out activities that engage students and incorporate many of the Katy ISD Instructional Cornerstones. The project supports engaging, imaginative, and new pathways to learning that are well documented and clearly evident.	The project includes some evidence of activities that engage students and incorporate some of the Katy ISD Instructional Cornerstones. The project is imaginative in approach, content or delivery.	There is a lack of clarity about how the stated activities will engage students and there are few correlations to the Katy ISD Instructional Cornerstones. The project is not leading edge or creative.		
<b>Evaluation</b>	An evaluation component is built in the project. Methods for evaluating the effectiveness of the project are included and specific activities are identified.	An evaluation component is built into the project. Methods for evaluating the effectiveness of the project are included.	References to evaluating the effectiveness of the project are not specific.		
<b>Budget</b>	Proposed project budget is realistic considering the audience size and stated objectives and has a significant return on investment.	Proposed project budget is realistic considering the audience size and stated objectives and has a moderate return on investment.	Budget is documented and included in proposal but has little or no return on investment.		
<b>Sub-Total</b>					
<b>5 point deduction if reference to school is made in the application</b>					
<b>Grand Total</b>					